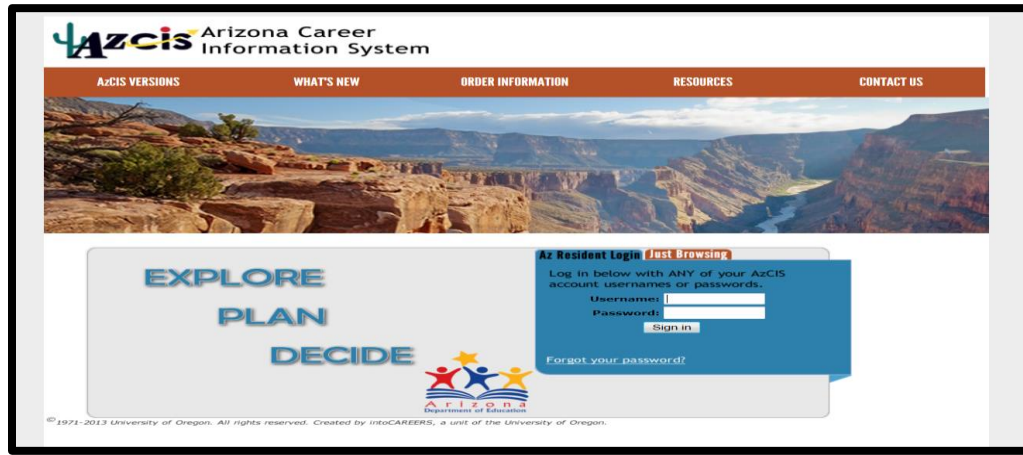


AzCIS High School Level Worksheet

August 2019

Today, you can use this training account to do some basic tasks in AzCIS. Later you will use your own AzCIS site username and password to access the AzCIS system in your school or classroom.



Login - www.azcis.intocareers.org

Use these to login into the training account and portfolio:

UN: Training

PW: Aztest2019

****When working with your students, have them create their own unique portfolio when they first login. They click on the **ECAP** tab and **Create** an “**Education Career Action Plan**” with an unique user name and password. They will use this user name and password each time they use AzCIS. Assessment results, sorts, scholarship information, reflections responses, information for resume, and applications are saved.**

- ☐ Open the **My ECAP Portfolio** tab and review the eight category questions.
 - ✓ Find the ECAP Checklists (grades 9-12) located? Review Grade 10.
 - ✓ Review the Course Plan. You can upload your high school courses on your school site.
 - ✓ Review the Resume Builder tab.
 - ✓ Find and open the student **My ECAP Report**.

- ☐ Click on the **Assessment** tab
 - ✓ Become familiar with each of the guiding questions and assessments under them.
 - ✓ Review: Career Clusters, Reality Check< Workplace employability Skills, and Learning Styles.
 - ✓ How can you use these with students?

- ☐ Open the **Occupations** tab
 - ✓ Compare two occupations

- ☐ Find the **Education** tab
 - ✓ Compare three Arizona schools.

TEACHER RESOURCES:

- ☐ Find the **Employment** tab. Find lessons and activities to prepare students to be “job ready.”
- ☐ Explore the **Employer Locator** and **CareerOneStop** tabs at the bottom black footer, left column.
- ☐ Locate the **Tools for Users tab** (at the bottom in the black footer). Are there some that you could use with your students?
- ☐ Locate the **Tools for Educators tab** (bottom, black footer, center column). First review all the links.
 - ✓ Find ***ECAP Implementation Framework for Middle and High School*** document. This can be used for your grades 6-12 curriculum guide.
 - ✓ Locate the **Using AzCIS Training Guide, Tutorials and Quick Guides**. These will answer your questions that might come up concerning using AzCIS.
 - ✓ Find the NEW Student **AzCIS Junior Workbook**.
 - ✓ Find the **Curriculum link**. Find a lesson or activity that you could use in the classroom with your students. These are aligned to National Academic Standards.
- ☐ On the main landing page, toggle to Middle School Junior. Compare the two levels.
- ☐ Review the account settings: how to transfer an account; Invite a Visitor; Edit my image, etc
- ☐ What is something you want to review later? _____
- ☐ **ADMINISTRATIVE TOOLS**. Do you know who your Site Coordinator is and how to access the tools?
 - ✓ There is a unique administrative username and password for each school site.

For additional information:

Kay Schreiber
Arizona Department of Education
(602) 542-5353
Kay.schreiber@azed.gov